

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a lunch allowance for the duration of my remote work arrangement.

As you know, working from home presents unique challenges, including meal preparation and ensuring proper nutrition throughout the workday. The costs associated with meals can add up, and I believe that a lunch allowance would greatly assist in maintaining a productive work environment.

I kindly ask for your consideration of this request, and I am happy to discuss any details or guidelines you may have in mind regarding the allowance.

Thank you for taking the time to consider my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]